

## DUTY STATEMENT

### Accountant I (Specialist)

Employee's Name				Effective Date	
Classification <b>Accountant I (Specialist)</b>				Division/Section/Unit <b>Fiscal Services/Multifamily Accounting</b>	
Immediate Supervisor				Supervisor's Classification <b>Accounting Administrator I (Supervisor)</b>	
CBID <b>R01</b>	Class Code <b>4177</b>	Work Week Group <b>2</b>	Time Base <b>Perm/Full-Time</b>	Location <b>Sacramento, CA</b>	
<i>CalHFA's mission is investing in diverse communities with financing programs that help more Californians have a place to call home.</i>					
<b><u>DIVISION DESCRIPTION</u></b> The Fiscal Services Division is responsible for safeguarding CalHFA's cash and investments. The Division provides financial information in accordance with federal and state requirements that is critical to management of the Agency's programs, lending, and financial activities. The Division is made up of five sections which encompass various units including the Multifamily Unit which primarily focuses on processing CalHFA's financial transactions related to Multifamily Programs and other business-related expenditures.					
<b><u>POSITION SUMMARY</u></b> Under the direct supervision of the Accounting Administrator I (Supervisor), the Accountant I (Specialist) is responsible for performing semi-professional accounting duties in the establishment and maintenance of accounts and records for specialized Agency activities.					
<i>Conduct, Attendance and Performance Expectations</i>					
This position required the incumbent to maintain acceptable, consistent, and regular attendance; communicate effectively orally and in writing in dealing with the public and/or other employees; develop and maintain knowledge and skills related to the position's specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and adhere to the Agency's policies and procedures regarding attendance, leave, and conduct.					
2 CCR § 172 – General Qualifications, states in pertinent part: The incumbent is expected to possess the general qualifications of integrity, honesty, sobriety, dependability, industry, thoroughness, accuracy, good judgement, initiative, resourcefulness, courtesy, ability to work cooperatively with others, willingness, and ability to assume the responsibilities and to conform to the conditions of work characteristic of the employment, and a state of health, consistent with the ability to perform the assigned duties of the class.					
<i>Percent of Time</i>		<i>Activity</i>			
25%		<b>ESSENTIAL FUNCTIONS</b> Prepares payment requests and validates completeness of all supporting documents submitted as substantiation for payment and processes check requests. Resolves disputed invoices with division managers, vendors, and State Controllers Division of Audits to ensure the accuracy and completeness of the documents. Analyzes vendor accounts to ensure they were paid in compliance with the State Administrative Manual and departmental policies.			
20%		Maintains accounting records such as Claims Filed /Claims Paid Register and reconciles with the State Controller's Office (SCO) Fund Reconciliation Report to ensure accuracy. Produces letters for aged items and reissues stale dated checks as required. Voids checks that have been keyed into the system incorrectly and reissues the checks to the appropriate party. Performs preliminary reconciliations and adjustments of the Agency's Financial Reports and presents findings for supervisor's review.			

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20%	Responsible for monitoring the Multifamily (MF) Servicing emails, scanning documents, and maintaining Webloans! to ensure the request/information received is provided to the appropriate staff. Reconciles the Bank of America Analysis statement and creates header sheet/barcode for scanning documents into SharePoint. Responds to the auditor's requests to confirm information in the borrower's financial records by running reports and sending a copy of the Mortgagor Annual Statement. Generates and prints monthly billing statements for Multifamily loan borrowers; performs procurement requests related to the Multifamily projects.
15%	Prepares daily deposits and processes them through the FISCAL system. Assists with daily recording of all Multifamily related transactions for funds received such as residual receipts, fees, etc.
15%	Maintains Accounts Payable/Receivable Registers for California Homeowner Relief Corporation (CalHRC) and Mortgage Relief Program (MRP). Analyzes trial balances of program's expenditure accounts, scans and organizes disbursement documents in SharePoint to ensure that the supporting documentation is readily available to internal and external auditors and other stakeholders. Provides customer service to Agency staff for transactions and business activities offered by the Fiscal Services Operating Unit. Assists with retrieving and distributing mail/packages and prepares daily courier pick up and return items.
5%	<b>MARGINAL FUNCTIONS</b> Assists Fiscal Services staff in various time sensitive projects. Participates in staff meetings, attends training, provides work status reports, handles special projects, and performs other related duties as assigned.
	<b>KNOWLEDGE, SKILLS, AND ABILITIES</b> Additional Knowledge, Skills, and Abilities may be found in the classification specification.  <b>Knowledge of:</b> Principles and practices of financial record keeping; basic principles of accounting; office methods, procedures, and equipment; governmental accounting principles and procedures.  <b>Ability to:</b> Apply rules and regulations to specific cases; operate common office appliances used in financial record-keeping work; analyze and draw logical conclusions; dictate correspondence.  <b>WORK ENVIRONMENT AND PHYSICAL ABILITIES REQUIRED</b> <ul style="list-style-type: none"> <li>• Ability to lift and carry up to 20 pounds.</li> <li>• Intermittent overtime</li> <li>• Prolonged periods of sitting.</li> <li>• Work in a high-rise building.</li> <li>• Work in a climate-controlled office working environment.</li> <li>• Use computer keyboard and read from computer screens several hours a day.</li> </ul> <b>The following abilities are for most positions with or without an accommodation:</b> <ul style="list-style-type: none"> <li>• <b>VISION</b> – You must have sufficient vision to perform the following duties: prepare various forms, proofread documents, read printed material, read from computer screen, and read handwritten materials.</li> <li>• <b>HEARING</b> – Your hearing must be sufficiently acute to perform following duties: Answer telephones; receive verbal information from outside sources; understand verbal instruction.</li> <li>• <b>SPEECH</b> – You must have sufficient ability to speak to perform following duties: Receive visitors; answer inquiries and provide verbal information or instruction.</li> <li>• <b>BENDING, STOOPING, KNEELING</b> – You must be able to bend at the knee or waist, stoop, and kneel</li> </ul>

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	<p>to perform duties: Fill the copier with copy paper.</p> <ul style="list-style-type: none"> <li>• <b>SITTING OR STANDING</b> – You must be able to sit or stand for extended periods of time to perform the following duties: Attend meetings, tour facilities, sit at a desk for extended periods of time to perform division administrative duties that are mandatory for this position.</li> <li>• <b>CONCENTRATION</b> – You must be able to continuously concentrate to perform the following duties: Review and read records/documents, research, compose, analyze, compile, and update technical documents; multi-tasking; preparing various forms and documents.</li> </ul> <p><b>PERSONAL CONTACTS</b></p> <ul style="list-style-type: none"> <li>• Daily contact with the general public, all levels of departmental staff, and as well as representatives from other State and county agencies.</li> </ul> <p><b>SPECIAL REQUIREMENTS</b></p> <ul style="list-style-type: none"> <li>• N/A</li> </ul>	
<p><b>SUPERVISOR ACKNOWLEDGEMENT:</b></p> <p>I certify this duty statement represents current and an accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement.</p>		
Supervisor's Name	Supervisor's Signature	Date
<p><b>EMPLOYEE ACKNOWLEDGEMENT:</b></p> <p>I have read and understand the duties listed above and I certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgement, and ability to work with others; and a state of health consistent with the ability to perform the assigned duties as described above with or without reasonable accommodation. (If a reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with Human Resources.)</p>		
Employee's Name	Employee's Signature	Date
<p><b>ANALYST'S STATEMENT: I have reviewed this Duty Statement.</b></p>		
Analyst's Name	Analyst's Signature	Date